DIGITAL EQUITY GRANTS

GUIDELINES

2022

Seattle

SEATTLE'S COMMITMENT TO DIGITAL EQUITY

Seattle is working together for digital equity, to ensure all residents and neighborhoods have the information technology capacity needed for civic and cultural participation, employment, lifelong learning, and access to essential services. We collaborate with education, community, and business partners on intentional strategies and investments to create opportunities and to reduce and eliminate historical barriers to technology access and use. For more information about Seattle's Internet for All initiative, visit: Internet for All Seattle - Tech | seattle.gov.

Digital equity grants are a cornerstone of the City's Digital Equity Program. Our vision is for Seattle to be a city where technology's opportunities equitably empower all residents and communities, especially those who are historically underserved or underrepresented. These grants seek to support community-driven solutions to achieving digital equity in Seattle.

The Technology Matching Fund program was established in 1997 to support the community's efforts to close the digital divide and encourage a technology-healthy city. Over $5 million has been awarded since 1998. The fund continues the legacy of Bill Wright, a Central District community leader who embodied the program goals of creating digital equity and opportunities for all, and of using technology tools to engage residents, improve communications and strengthen communities. Bill Wright developed Midtown Commons, one of the early technology access and education centers in Seattle.

The Digital Navigator Cohort Grant is a response to community-expressed needs in the wake of the pandemic. Residents without reliable internet and computing devices have been inequitably impacted by the digital divide, which limits their access to information and opportunities that support health and well-being, financial stability, and community cohesion. Through community conversations, digital navigators emerged locally and nationally as trusted guides to ensure residents receive on-demand tech support and assistance with foundational digital skills.

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GRANT OVERVIEW

TECHNOLOGY MATCHING FUND	DIGITAL NAVIGATOR COHORT GRANT
Funds available - The City will award grants up to $25,000. - Projects must be completed within one year or less. - Applicants must match at least 25% of their funding request. Scoring Criteria **(100 points)** - Program Goals **(20 points)** - Budget **(20 points)** - Project Clarity **(20 points)** - Community Benefit **(20 points)** - Evaluation **(20 points)**	Funds available - The City will award grants up to $50,000. - Projects must be completed within 18 months or less. - No community match required. Scoring Criteria **(100 points)** - Program Goals **(20 points)** - Organizational Capacity **(20 points)** - Budget **(20 points)** - Community Benefit **(20 points)** - Evaluation **(20 points)**

Only the Technology Matching Fund requires a community match (1/4 match : 1 request). City dollars are matched by the community's contribution of volunteer labor, materials, professional services, or cash.

Proposals will be scored using a race and social justice framework. For more information about the City's Race and Social Justice Initiative, see seattle.gov/rsji.

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GRANT GOALS

TECHNOLOGY MATCHING FUND

Grants aim to increase internet access and adoption through:

- Empowering residents through digital literacy skills training and support.
- Ensuring affordable, available and sufficient devices and the support needed to use them effectively.
- Providing internet to low-income residents by expanding wi-fi or another means, and/or assisting with low-cost internet option awareness and enrollment support

Proposals may include one area of service listed above or a combination of skills, devices, and connectivity.

DIGITAL NAVIGATOR COHORT GRANT

Grants aim to increase internet access and adoption by funding organizations to provide one-on-one or small group, just-in-time assistance via phone service, email, text, video chat, and other communication methods. Digital navigators will provide on-demand services in the following areas:

- Accessing and using devices and the internet
- Assisting with basic digital navigation
- Troubleshooting technology issues

Grant recipients will participate in a cohort delivery-model with fellow grantees to offer coordinated digital navigator services citywide. Participation in this cohort requires attendance at training sessions and cohort meetings. The City will provide outreach and community engagement support in order to promote digital navigator services.

Digital navigator services, as defined by this grant, do not include digital literacy skills classes, workshops, and tutoring. Funding for connectivity and devices can be included in proposals if in conjunction with digital navigator assistance. Services will also connect residents with City, other government, and community resources. For more information about the Digital Navigator Model, visit: digitalinclusion.org/digital-navigator-model/.

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PROPOSAL IDEAS

Here are examples of project ideas. To see recently funded projects, visit seattle.gov/digitalequitygrants.

TECHNOLOGY MATCHING FUND

Example 1: A community group wants to provide **devices** to immigrant and refugee families at risk of homelessness. This group can apply for funds to upgrade their on-site lab equipment or establish a loaner program for remote learning.

Example 2: A group offers an employment program for low-income adults. It can apply for funds to provide specialized **digital skills training** and new or refurbished
laptops, positioning its clients for a more successful job search.

Example 3: A homeless shelter or community building could extend wiring and/or add wi-fi access points to provide better community access outside or improve shared **connectivity**.

DIGITAL NAVIGATOR COHORT GRANT

Example 4: An organization wants to provide more comprehensive technical support and help for its community. This organization can apply for funding to have dedicated staff available to provide information on where to access devices, internet, and the many ways that they can incorporate technology in their daily lives, through one-on-one appointments.

Example 5: A group that works with seniors seeks to provide information to its clients on how to access resources online that meet their social, mental, and physical needs, such as access to benefit information, video calling with family, telehealth/telemed support, and other opportunities available online. This group might apply for funds to work with a senior center to purchase laptops for home-bound seniors and provide technical help and support as needed.

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TIMELINE

Applicants are encouraged to apply for either the Technology Matching Fund or Digital Navigator Cohort Grant. Please contact us if you have questions about which grant to apply for or need guidance on how to strengthen your proposal.

Applications Accepted	**March 14, 2022**
Preliminary Application Review	**Ongoing**
Application Deadline	**May 13, 2022**
Award Notification	**June 2022**
Projects Begin	**July 2022**

INFORMATION SESSIONS

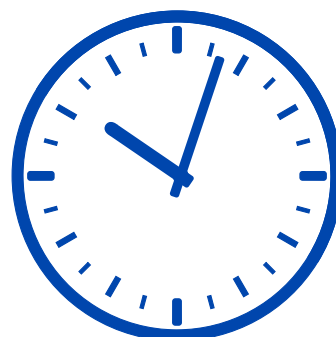|	
Information Session #1	**March 23, 2022, 12:00 - 1:00PM**
Information Session #2	**April 19, 2022, 5:30 - 6:30PM**

OFFICE HOURS

Wednesdays, 12:00 - 1:00PM

March 30 – May 11

For virtual meeting links for Information Sessions and Office Hours, visit: seattle.gov/tech/tmf

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HOW TO APPLY

1 Open the web browser and visit seattle.fluxx.io (use Chrome browser for optimized experience).

2 Click on "Create an Account Now".

3 On the registration form, fill out ALL the information. Note: you will need to add your organization on the application.

4 Click on "Submit Request".

5 Login to the email you provided in the registration form and verify your account using the link provided in the email.

6 You will be asked to enter a password.

7 Once the password is set, you will be navigated to the Grantee Portal.

You must complete all the application sections and submit your application online. To view a PDF of the application, visit: seattle.gov/digitalequitygrants.

You may include other materials to help reviewers better understand your proposal and strengthen your application. Some examples of useful attachments are:

- Documentation of partner or volunteer commitments
- Curriculum
- Program schedules and/or fliers
- List of current technology
- Cost quotes on budget items

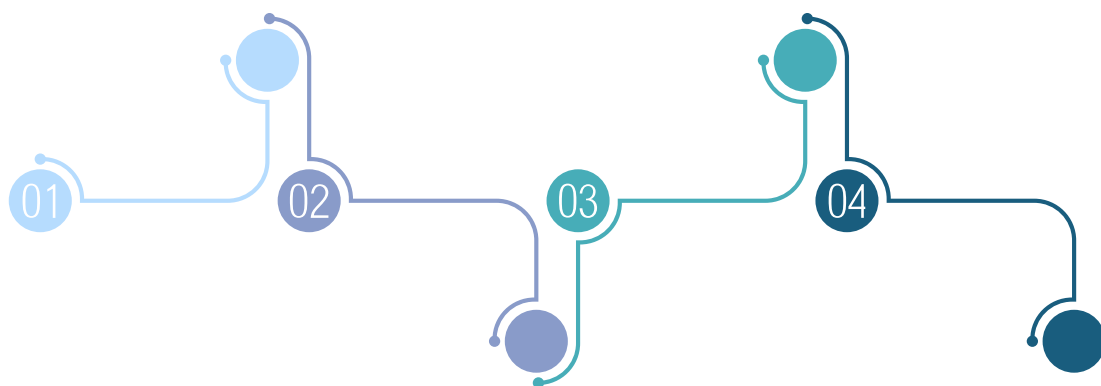Seattle

APPLICANT ELIGIBILITY

WHO SHOULD APPLY?
- Non-profit organizations
- Neighborhood groups
- Parent-Teacher-Student Associations (PTSA)
- Business groups
- Community-based organizations

WHO IS NOT ELIGIBLE TO APPLY?
- Individuals
- For-profit businesses
- Religious organizations
- Major institutions, government agencies, hospitals, universities, schools
- Political groups
- Organizations outside the City of Seattle

SCHOOL-BASED PROJECTS: Applications for school-based projects are eligible but must come from a Parent-Teacher-Student Association or community-based organization. The fund will support after-school or evening-based programs. Funds may not be used for in-school projects that do not engage the larger community in a meaningful way.

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COMMUNITY MATCH

Your match can include items from any combination of the following categories:

IN-KIND MATCH
- Materials or supplies such as computers, furniture, software, or paper
- Additional cost of utilities for the space for your project
- Staff time dedicated to the project, but not paid for by grant dollars.

VOLUNTEER MATCH
- Volunteer labor valued at $20 per hour. Volunteer hours may be counted starting on the application due date.
- Professional services valued at the "reasonable and customary rate" up to a maximum of $100/hr.
- Application preparation expenses up to $200 (10 hrs x $20/hr)

CASH MATCH
- Money you have collected and approved for use on your project
- Money you will raise during your project by fundraising
- Grants received from other foundations for your project

MATCH RESTRICTIONS
- Your match must be appropriate to the goals of your project.
- You must obtain your match during the life of the project.

INELIGIBLE MATCH
- City of Seattle resources such as City staff time, use of City facilities, and/or any other city grant funding
- Time spent preparing your proposal over 10 hours ($200 maximum)

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EXPENSES ALLOWED

INFRASTRUCTURE
- Computers, laptops, tablets, mobile devices, and printers
- Assistive and adaptive devices
- Network routers, Wi-Fi access points, and repeaters
- Equipment to extend existing Wi-Fi outside of buildings
- Equipment to outfit a mobile Wi-Fi bus or van or other types of pop-up connectivity
- Indoor and outdoor free mobile internet solutions [for example, using public Citizens Broadband Radio Service (CBRS) spectrum].
- Portable internet hotspots
- Software and online subscription services
- Multimedia production equipment (cameras, audio)
- STEM/Maker/robotic equipment

PERSONNEL
- Professional services, such as outside instructors, technical support, or evaluators
- Staff costs to implement the project
- Intern costs to implement the project

OTHER
- Warranties on equipment
- Insurance costs specific to the project
- Printing costs
- Project supplies
- Peripherals (headphones, mouse, cables)
- Fiscal agency fees up to 10% of the award
- Stipends for project-related work
- Food expenses limited to 20% of the award and not to exceed $1,250 per project

EXPENSES NOT ALLOWED
- An organization's operating expenses not directly related to the funded project
- Expenditures or financial commitments made before the organization is under contract with the City of Seattle
- Out-of-city travel expenses, or any lodging/hotel expenses
- Pay for private transportation expenses, including mileage, gas, insurance, car rentals, etc.

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PURCHASING TECHNOLOGY

When purchasing equipment, consider the following:

- Maintenance and technical support needs
- Name-brand vendor that offers equipment warranties
- Multiple bids from companies with a goal towards a single vendor
- Anti-virus software and public-computing protection solutions

FISCAL AGENTS

Digital equity grant projects are required to have a fiscal agent. Organizations may act as their own fiscal agent or use another organization to manage the pass-through of grant funds. Individuals who obtain a tax identification number and comply with IRS rules can serve as fiscal agents. Fiscal agency fees are eligible project costs or can be applied to your match contribution.

DISABILITIES

We encourage organizations to actively work to make programs and services inclusive. All projects must demonstrate a good faith effort to comply with the Americans with Disabilities Act of 1991 which extends civil-rights protection to persons with disabilities.

APPLICATION ASSISTANCE

Please contact us early to discuss your project idea!

Call or Text: 206-379-0469

Email: communitytechnology@seattle.gov

Website: seattle.gov/digitalequitygrants

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